

	18	17	16	15	14	13	12	11	9	8	7	6	5	4	OTHER	TOTAL
1	MS	8	23	51	82		74		24		1	8	8			288
2	OC (R+10)			320	400						80					
3		1	4	32								6				
4	Program Call	50		48	20	72				8		20				
5		4	120							3						
6		10				80		80								
7		12	12	12	12	12						2				
8		12	1040								12					
9	Program Review	24	24	40	160	40				4						
10		40		16	12	24				7		10				
11		240	340	240						8						
12	11			376						8						
13	SSS (Program Call)	16	40			60					30					
14			120							27						
15			40													
16				3												
17	OTR	2	5	7	2					1		1				
18		8	16	10		12			4	8						
19						80	40					2				
20			2	8	8		12		40	9		3				
21						10						2				
22		1	3							1						
23		1	50	23	8	3				4	6	1	1			
24	OS	1	2	10	40					10				1049	1113	
25																
26																
27	OF	8		16	16					1		16				
28				1	20	12	10					1	1			
29				8	8					1						
30				8	1				3		1					
31																

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100200009-6

	18	17	16	15	14	13	12	11	9	8	7	6	5	4	TOTAL	
1	MS	8	23	51	82		74		24			8	8		281	1
2	OC	16	383	1760	1164	281	148	80				123	82	44	4084	2
3	SSS	16	48	163			60					24	30		333	3
4	CTR	11	76	47	98	65	12	4	48	13	7	8	1	370	4	
5	OS + 1,049 m.	1	1	2	10	40									1113	5
6	OF	8	1	49	13	36	12	21	3	3	3	10	1		162	6
7	OL	16	64	101	239	108	99	38	52	39	12	43	28	24	862	7
8	OP (NONE)															8
9																9
10																10
11	1,049	17	66	528	2118	1666	520	438	1641	59	110	185	165	105	341	11
12															7230	12
13																13
14																14
15																15
16																16
17																17
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29																29
30																30
31																31

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
OFF	PAGES	COPIES MADE	DISTRIBUTION (COMPONENTS)		SUB-TOTAL MAN-HOURS	TOTAL MAN-HOURS	SUB-TOTAL MAN-HOURS	TOTAL MAN-HOURS	SUB-TOTAL COSTS	TOTAL COSTS																					
1	1	8	VEL-2RL SERVICES		11	3																									
2	1	7	OC (B+D)		2																										
3	1	1	"		3																										
4	-	1	Program Call		8	2																									
5	-	1	"		2	1																									
6	-	1	"		2																										
7	1	-	"		5	1																									
8	1	1	"		1																										
9	1	1	"		3																										
10	1	1	Program Review		2	1																									
11	1	15	"		20	3																									
12	1	1	"		3																										
13	1	2555	"		6	1																									
14	1	"			6	2																									
15	1	OTR	"		3	2																									
16	1	(3)	"		3	1																									
17	1	"			5																										
18	1	"			13	3																									
19	1	"			5	5																									
20	1	"			2	1																									
21	1	"			5	1																									
22	1	"			4	4																									
23	1	OS	"		4	4																									
24	1	11	"		10	1																									
25	1	"			1																										
26	"	"	"																												
27	"	"	"																												
28	"	"	"																												
29	"	"	"																												
30	"	"	"																												
31	"	"	"																												

Approved For Release 2006/11/13 : CIA-RDP75-00398R000100200009-6

		PAGES	COPIES MADE	DISTRIBUTION COMPONENTS	④	⑤ SUB-TOTALS MAN-HOURS	⑥ TOTAL MAN-HOURS	⑦ SUB-TOTALS MAN-HOUR COSTS	⑧ TOTAL MAN-HOUR COSTS	⑨ SUB-TOTALS L0975	⑩ TOTAL COST
1	1	OF (cont'd)			2	7	7	6580	6580		1
2	1				3	3	3	2247	2247		2
3	1				3	9	9				3
4	1	To Program Call			10	120	167	10661	152811	152811	4
5	1				5	45	45	56104	56104		5
6	1				4	14	14	13820	13820		6
7	1				6	27	27	18414	18414		7
8	1	Mr. Bud			7	76	76	775	775		8
9	1	Program Call			9	242	242	153274	153274		9
10	1	Program Call			3	28	28	23916	23916		10
11	1	"			3	280	280	282560	282560		11
12	1	Budget			2	6	6	4401	4401		12
13	1	Program Call			2	17	17	6020	6020		13
14	1	"			3	1	1	855	855		14
15	1	Gift Estimating	2	and 15	12	670	670	1320	732629	732629	15
16	1	Budget Estimating	3	and 16	2	6030	6030				16
17					2	18	18	14023	14023		17
18											18
19											19
20		OP									20
21											21
22											22
23											23
24											24
25											25
26											26
27											27
28											28
29											29
30											30
31											31

SECOND SPREAD SHEET
TO DISTRIBUTE DDS TOTAL
ACCORDING TO PPB
GUIDANCE ON
REPORTS TO EXCLUDE

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100200009-6

		Intelligence	Int-Agency	PPB	TOTAL		
	No	No	No	No	No	No	No
1 VOL	-	-	228	31602730	3	1325337	241
2 DCTR	2	62810	171	11481460	9	1347030	181
3 SSS	3	1760294	19	1722428	11	496267	26
4 OMS	-	-	24	1137270	3	6162900	27
5 DS	4	363721	116	10204795	8	6749482	188
6 OF	1	1645	67	23253789	9	2444321	277
7 OP	4	419864	190	54182669	57	1323183	199
8	34	307012	790	26414462	51	1038392	815
9							29752934
10 TOTAL	38	2908428	1594	162571393	52	138180215	16841
11							119359936
12							
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Approved For Release 2006/11/13 : CIA-RDP75-00399R000100200009-6

Goal for security set at. 8,000

7.570 8. 105,700

bare cost equals. 167,179 subtraction of
invent. less. costs 8,000

Categ. 9
5

4

15,877.

66,268

82,145

123,179.98

105,000

22,179.98

STAT

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100200009-6

Reports Meeting ~~105 Conf Room~~

Thurs.
28 Jun 71

STAT

[redacted]

SSS

[redacted]

GF 308 Bill

O/M

STAT
STAT

[redacted]

O/M

O/Sec
O/Sec

O/Log

O/TR

O/Fin

O/C

O/Pers.

Type of Reports

STAT

- Harry

STAT

- [redacted]

- [redacted]

SSS

Weekly Report -

Annual Report
No. accomplishments the year
High Lights of Annual Report
Program Call
Report of Significant Accomplishments

15 Mar - Prelim Report
1 Apr - to PPB

Underline in Red
Underline in Blue

eliminate
changes in frequency

SPREAD SHEET
 FIRST Approved For Release 2006/11/13 : CIA-RDP75-00399R000100200009-6
 FROM Form 1020
 Total Reports Reported by Office

FUNCTIONAL OFFICE	TOTAL REPORTS (1)	MANUAL REPORTS (2)	COMPUTER REPORTS (3)	INTERNAL REPORTS (4)	EXTERNAL REPORTS (5)
OFFICE of COMMUNICATIONS OCS card costs	777	51	16	50	27
OFFICE of PERSONAL	151	654	781	24	
SUPPORT SERVICES STAFF	26	16	10		
OFFICE of MEDICAL SERVICES	27	23	4		
OFFICE of TRAINING	181	152	29		
OFFICE of SECURITY	128	79	49		
OFFICE of LOGISTICS	241	145	96		
OFFICE of Finance	199 1684	158 785	41 899	118	40

MANUAL REPORT COSTS	COMPUTER REPORT COSTS	MANUAL COMPUTER INPUT COSTS	TOTAL COSTS	MANUAL REPORTS MAN-HOURS	COMPUTER REPORTS MAN-HOURS	TOTAL MAN HOURS
138179065	698189 524563	91799641	24376895 524563 24901454	17012	10355	27367
8759534	94058071 2750 -	11312590	29177936 2750 - 29752936			
3130862	926207 NONE	121922	39718991	96	121	1212
1278770	6400 NONE	288000	1573170	567	112	679
11464400	222220 1000 -	1274680	12991300 1000 -	15842	3852	19394
8752818	77965180 NONE	1.00 -	16717998			20698
11890731	20959536 5381 -	-	32850267 5381 - 33388367			59186
400187 -	4837016 111000 -	-	44855716 111000 -			
99174885	57388218	22796833	1,79359936			

OTR

SIWA - School of Intelligence & World Affairs
ISS - Instructional Support Staff
LS - Language School
OS - Operations School
SAS - Supply School
OTG - ?
DTS - ?
CTP - Career Training Program
EA - Executive Assistant

S E C R E T

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100200009-6

OTR

PLT #

RETENTION

PROJ COM RPT

RPT #	DESCRIPTION	MACH	PROG #	DIST	FREQ	FORM	PT	PRG	OFF	VR	RC	CL	NO	H	M	H	M	SEQ #
600A	EDITED DICT TRANSACT		EP600A	Q	143	1							T5	27191				19780
600B	FRPOR DICT TRANSACT		EP600A	Q	143	1							T5	27191				19800
600C	COUR/DICT BY TITLF		EP600B	S	116	2							T5	27191				19840
600D	COUR/DICT BY NUMBER		EP600B	S	116	2							T5	27191				19860
600E	FACILITY/DICT-TITLE		EP600B	S	116	2							T5	27191				19880
600F	FACILITY/DICT-NUMB		EP600B	S	116	2							T5	27191				19900
601A	ATR REG DATE/NAME		EP600E	S	143	4							T5	27191				20020
601B	ATR REG NAME/OFF		EP600E	S	143	3							T5	27191				20040
601C	ATR REG NAME/NUMBER		EP600E	S	143	2							T5	27191				20060
601D	ATR REG NAME/SD		EP600E	S	143	3							T5	27191				20080
601E	EXTERN DATE BY NAME		EP600E	S	143	3							T5	27191				20100
601F	EXTERNAL BY FACIL		EP600E	S	143	2							T5	27191				20120
601G	YR-END CONT LIST		EP600F	A	143	3							T5	27191				20200
601H	YR-END PURGE LIST		EP600F	A	143	3							T5	27191				20220
601I	FDP CRSFS BY DIR		EP600E	X06	143	7							T5	27191				20140
601J	INT/COMM OFF/NAME		EP600E	X	143	03							T5	27191				20160
601K	COURSE TITLE/SD		FP600F	A	143	3							T5	27191				20240
602A	ATR TRANS ERRORS		EP600C	Q	143	1							T5	27191				19940
602B	ATR U/D TRANS ERRORS		EP600D	Q	143	1							T5	27191				19980
606A	SCIENCE TRAIN GR/ALL		EP606A	SRB	S	SCLN	V	LM					T5	27191				20420
606B	SCIENCE TRAIN CR/ALL		EP606A	SRB	S	SCLN	V	LM					T5	27191				20440
606C	SCIENCE TRAIN ON DTY		EP606A	SRB	A06	SCLN	12	LM					T5	27191				20460
606D	SCIENCE TRAIN ON DTY		EP606A	SRB	A06	SCLN	12	LM					T5	27191				20480
606E	SCIENCE TRAIN SEPS		FP606A	SRB	A06	SCLN	12	LM					T5	27191				20500
606F	SCIENCE TRAIN SEPS		EP606A	SRB	A06	SCLN	12	LM					T5	27191				20520
611A	TR CTG. TRANS ERRORS		EP612A	R	143	01	CB						T5	27191				20280
611B	TRAIN CTG DCTIONARY		EP612A	R	143	02	CB						T5	27191				20300
612A	INT TRAIN BY OFFICE		EP612B	R	143	01	CB						T5	27191				20340
612B	EXT TRAIN BY OFFICE		EP612B	R	143	01	CB						T5	27191				20360
612C	CTP TRAIN		EP612B	R	143	01	CB						T5	27191				20380

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100200009-6

S E C R E T

Cont.	No.	Report Title	Type of Report	Copies Prepared	Frequency	Distribution	ADP Processing	Authority	Prepared by	Header	Manual Reports	Computer Reports			
								Source	Code	Comments	Entered	Cost	Entered	Cost	
	07/15/58-59	Agency Training Rec-Cert. Training Up to Date	Report	8	4	2	2	1	Yes OTR	HR	0 CS	-	29540	10514-	
	07/15/59-60	Agency Training Rec-Training of Catalyst Cnd	Report	8	4	3	1	3	Yes do	do	do	-	2956	10514-	
	07/15/59-60	Year End Supply to Agency List-Agency Training Rec	Report	8	4	3	1	3	Yes do	do	do	-	2956	10514-	
	07/15/59-61	Agency Training Rec-EDD Delays in Listings	Report	8	4	3	2	53	Yes do	do	do	-	2956	10514-	
	07/15/59-62	Agency Training Rec-Buyers Designations (Mspal)	Report	8	4	3	1	53	Yes do	do	do	-	-	-	
	07/15/59-63	Agency Training Rec-Alpha Listings ✓	Report	8	4	4	2	3	Yes do	do	do	3	2956	10514-	
	07/15/59-64	Agency Training Rec-Buyer's Office ✓	Report	8	4	3	2	51	Yes do	do	do	3	2956	10514-	
	07/15/59-65	Agency Training Rec-By Course ✓	Report	8	4	2	2	12	Yes do	do	do	3	2956	10514-	
	07/15/59-66	Agency Training Rec-By Service Designation ✓	Report	8	4	3	2	51	Yes do	do	do	3	2956	10514-	
	07/15/59-67	Agency Training Rec-Ed Training Alpha Comp ✓	Report	8	4	3	2	1	Yes do	do	do	4	2956	10514-	
	07/15/59-68	Indoor Science Training-Specialties plus Chemistry	Report	8	4	12	1	12	Year do	IHC 0113.519	do	2	2956	10514-	
	07/15/59-69	Agency Training Rec-List of Cert. Courses ✓	Report	8	4	1	4	1	Yes do	HR	do	-	174	696-	
	07/15/59-70	Agency Training Rec-Update Training Course List	Report	8	4	1	4	1	Yes do	do	do	-	288	107240	
	07/15/59-71	Faculty List by Title-Agency Training Rec ✓	Report	8	4	2	2	1	Yes do	do	do	-	112	33040	
	07/15/59-72	Indoor Science Training-Alpha Listings ✓	Report	8	4	12	2	12	Year do	IHC 0113.519	do	2	2956	10514-	
	07/15/59-73	Indoor Science Training-Class Hours ✓	Report	8	4	12	2	12	Year do	do	do	2	2956	10514-	
	07/15/59-74	Indoor Science Training-On Duty Eng. only ✓	Report	8	4	12	1	12	Year do	do	do	2	2956	10514-	
	07/15/59-75	Indoor Science Training-On Duty Eng. plus Class Hrs ✓	Report	8	4	12	1	12	Year do	do	do	2	2956	10514-	
	07/15/59-76	Indoor Science Training-Separations Only ✓	Report	8	4	12	1	12	Year do	do	do	2	2956	10514-	
	07/15/59-77	Indoor Sect. Trans-Agency Training Rec ✓	Report	8	4	1	4	1	Yes do	HR	do	-	112	33040	
	07/15/59-78	Indoor Sect. Trans-Agency Training Rec ✓	Report	8	4	1	4	1	Yes do	do	do	-	40	132-	
	07/15/59-79	Course List by Title-Agency Training Rec ✓	Report	8	4	2	2	1	Yes do	do	do	-	112	33040	
	07/15/59-80	Course List by No-Agency Training Rec ✓	Report	8	4	2	2	1	Yes do	do	do	-	112	33040	
	07/15/59-81	Faculty List by Title-Agency Training Rec ✓	Report	8	4	2	2	1	Yes do	do	do	-	112	33040	
	07/15/59-82	Training Category Transactions Errors ✓	Report	8	4	1	Cancelled	1	Yes do	do	do	2	2956	10514-	
	07/15/59-83	Training Category Dictionary ✓	Report	8	4	2	Cancelled	1	Yes do	do	do	2	2956	10514-	
	07/15/59-84	External Training Statistical Report by Office	Report	8	4	1	Cancelled	1	Yes do	do	do	2	2956	10514-	
	07/15/59-85	External Training Statistical Report by Office	Report	8	4	1	Cancelled	1	Yes do	do	do	2	2956	10514-	
	07/15/59-86	External Training by OT Program ✓	Report	8	5	1	Cancelled	1	Yes do	do	do	2	2956	10514-	
	07/15/59-87	Program Based Instruction Act.	Report	8	2	2	2	1	Yes OTR	SIWA	-	10	10514-	-	
	07/15/59-88	PAT Progress Report	Report	1	2	7	2	3	do	do	do	21	14	-	
	07/15/59-89	Program Assisted Instruction Act.	Report	1	2	3	1	1	No	do	do	-	1	849	-
	07/15/59-90	Program Assisted Instruction Act.	Report	1	3	1	2	2	No	do	do	1	10	8360	-
	07/15/59-91	Program Based Instruction Act.	Report	1	2	2	2	1	No	do	do	-	33	-	-
	07/15/59-92	Speaker Evaluation Cards	Report	1	2	2	1	1	No	do	do	1	35	36910	-
	07/15/59-93	Speaker Evaluation Cards	Report	1	2	2	1	1	No	do	do	-	35	-	-
	07/15/59-94	Speaker Evaluation Cards	Report	1	2	2	1	1	No	do	do	-	36	946-	-

Office of Training

(2)

Control No.	Report Title	Type of Report	Copies Prepared	Frequency	Distribution	ADP Processing	Authority Source	Class. & No.	Prepared by	Feeless	Manual Reports	Computerized Reports	Man Hours Cost	Man Hours	Computerized Report Cost
000/05/17	Speaker Evaluation Cards	1	2	2	As Required	1	No			4 03	SIWA	-	88	14340	-
000/05/2	Speaker Evaluation Cards	1	2	5	Irregular	1	No			4 03	SIWA	-	110	75840	-
000/05/3	Membership of Staff/Member on Comm.	6	2	1	1	1	No ODS	69-1146	SIWA	-	1	1280	-	2	
000/05/2	Membership of Staff/Member on Comm.	6	2	2	1	1	No ODS	70-3660	ISS	-	1	865	-	3	
000/05/2	Membership of Staff/Member on Comm.	1	2	3	1	1	No DTR		LS	-	1	492	-	4	
000/05/11	Membership of Staff/Member on Comm.	6	2	3	1	1	No ODS	69-1146	OS	-	1	607	-	5	
000/05/4	New Books Received	1	2	1	12	1	No DTR	-	SIWA	-	1	36	-	6	
000/05/19	List of New Books Rec. by Library	1	2	2	12	1	No		3 DTS	-	12	3420	-	7	
000/05/4	New Books Received	1	2	1	12	1	No		3 ISS	-	3	1344	-	8	
000/05/3	Language School Accesories List	1	2	20	12	20	No		3 LS	-	12	4800	-	9	
000/05/10	Library Accesories List	1	2	1	12	1	No		PGS	-	12	27	-	10	
000/05/4	New Books Received	1	2	7	12	1	No		SIWA	-	12	6020	-	11	
000/05/5	Reports Inventory Report	6	2	2	1	1	No ODS	70-3660	SIWA	-	60	768	-	12	
000/05/28	Reports Inv. Form 142	6	1	2	1	1	No	do	DTS	-	12	10095	-	13	
000/05/7	OTR Reports Inv. Report	6	1	2	1	1	No	do	do	-	5	3730	-	14	
000/05/16	Reports Inventory Report	6	3	2	Original	1	No	do	EA	-	12	10930	-	15	
000/05/5	Reports Inventory	6	2	1	1	1	No	do	ISS	6	61	89870	-	16	
000/05/20	Report Inventory Report	6	1	1	1	1	No	do	LS	-	12	10240	-	17	
000/05/15	Reports Inventory Report	6	3	3	1	1	No	do	OS	-	11	5225	-	18	
000/05/5	Reports Inventory Report	6	3	2	Notent.	1	No	do	SIWA	2	29	37415	-	19	
000/05/6	Cont. HAB was Read	7	2	1	2	1	No	OS	HAB	-	2	2	-	20	
000/05/6	Cont. HAB was Read by Staff	7	2	1	2	1	No	do	SIWA	-	2	2	-	21	
000/05/5	Cont. HAB (Employee Conduct) was Read	7	2	2	2	1	No	do	ISS	6	2	9	-	22	
000/05/7	Services Provided to Other Agencies	1	2	2	1	1	No	do	SIWA	-	2	5600	-	23	
000/05/4	Services Provided to Other Agencies	1	2	2	1	1	No	OTR	HA	SIWA	3	4	3180	-	
000/05/8	Course Schedule Projections	1	2	3	1	1	No	do	LS	-	1	152	-	24	
000/05/5	OTR Schedule of Courses for Calendar Year	1	2	25	2	6	No	OTR	OTR 25-1	SIWA	2	52	57710	-	
000/05/5	Course Schedule Projections	2	16	2	2	2	No	do	DTS	-	22	21820	-	25	
000/05/5	Course Schedule Projections	1	2	3	2	1	No	do	LS	-	20	19040	-	26	
000/05/8	Course Schedule Projections	1	2	5	2	1	No	do	OS	1	86	104480	-	27	
000/05/9	Evaluation of OTR Training	3	2	11	2	2	No	do	SIWA	-	113	120160	-	28	
000/05/3	Agency Training	3	3	2	1	1	No	Ex/NIR	HAB	SIWA	3	22	24890	-	
000/05/7	Evaluation of OTR Training	3	1	2	1	2	No	do	EA	9	433	56018	-	29	
000/05/16	Language Training Report	3	3	6	1	1	No	do	do	-	1	650	-	30	
000/05/8	Evaluation of OTR Training	3	2	5	1	1	No	do	LS	0	40	20920	-	31	

Office of Training
(Cont.)
(3)

Control No.	Report Title	1	2	3	4	5	ADP Processing	Authority	8	9	10	11	12	13
		Type of Report	Copies Prepared	Frequency	Distribution	Source	Ch. No.	Prepared by	Prepared by	Max-Hour Cost	Report	Computer Report	Report	
07/05/9	Evaluation of OTR Training	3	2	4	1	1	No do do	SUS	2	30	22050	-	-	
07/05/10	Component Training Evaluation	3	2	2	1	1	No ENDR EA	SUS	3	69	70510	-	STAT 1	
07/05/14	Component Training Evaluation	3	2	4	1	1	No do do	OS	1	310	3352	-	-	
07/05/10	Component Training Evaluation	3	3	3	1	2	No do do	SUS	32	652	7352	-	-	
07/05/11	Records Holding Survey	7	1	2	1	1	No ENDR EA	SUS	1	7	6470	-	STAT 5	
07/05/12	Records Survey Report	7	1	2	1	2	No do do	OTR	40	20	9640	-	-	
07/05/13	Records Survey (Excludes Death)	7	1	2	1	1	No do do	OTR	23	40	2977	-	-	
07/05/15	Records Holding Survey	7	3	1	1	1	No do do	LS	-	13	9960	-	-	
07/05/14	Records Holding Survey	7	2	2	1	1	No do do	OS	-	2	9	-	-	
07/05/11	Records Holding Survey	7	1	6	1	1	No do do	SUS	-	8	3885	-	-	
07/05/12	Destruction of Records	7	1	1	1	1	No ENDR EA	SUS	1	1	545	-	STAT 11	
07/05/15	Dec of Rec. + Removal of Rec.	7	1	3	1	1	No do do	CTP	-	4	2280	-	-	
07/05/17	Destruction of Records	7	1	3	1	1	No do do	LS	-	13	9960	-	-	
07/05/16	Destruction of Records	7	2	2	1	1	No do do	OS	-	4	3700	-	-	
07/05/12	Destruction of Records	7	2	6	1	1	No do do	SUS	-	4	1505	-	-	
07/05/13	Statistics on Accomplishments	1	1	3	2	1	No OTR	SUS	3	38	50660	-	-	
07/05/18	Statistics on Accomplishments (cy-FY)	1	1	5	2	1	No do	OS	2	117	364	-	-	
07/05/14	Statistics on Accomplishment (FY)	1	3	7	1	1	No do	SUS	2	32	31560	-	-	
07/05/14	Annual Program Call: Budget Estimates	5	1	3	1	1	No OPPB	SUS	3	11	13620	-	-	
07/05/17	Program Call	5	5	1	3	1	No	OTR	-	58	58880	-	-	
07/05/13	Annual Program Call: Budget Estimates	5	3	13	1	5		EA	7	122	105520	-	-	
07/05/18	Annual Program Call: Budget Estimates	5	2	2	1	1	No	OTR	6	81	50440	-	-	
07/05/1	Annual Program Call: Budget Estimates	5	1	4	1	1	No	LS	-	12	8720	-	-	
07/05/15	Annual Program Call: Budget Estimates	5	2	5	1	1	No	OS	3	5	5740	-	-	
07/05/16	Annual Program Call: Response to Program Call	5	3	4	1	1	No	SUS	2	100	109360	-	-	
07/05/4	Annual Program Call: Response to Program Call	5	2	3	1	1	No	SUS	3	52	31570	-	-	
07/05/4	Program Call (Tent Fiscal year)	5	2	3	1	1	No	CTP	0	5	6160	-	-	
07/05/14	Annual Program Call: Response to Program Call	5	3	12	1	2	No	EA	8	658	582320	-	-	
07/05/9	Annual Program Call: Response to Program Call	5	2	2	1	1	No	ISS	6	67	52320	-	-	
07/05/2	Annual Program Call: Response to Program Call	5	3	3	1	1	No	LS	6	40	440	-	-	
07/05/16	Annual Program Call: Response to Program Call	5	2	5	1	1	No	OS	3	12	13720	-	-	
07/05/14	Weekly Activities Report	1	2	3	52	2	No OTR	SUS	2	114	131360	-	-	
07/05/2	Weekly Activity Report	1	2	3	52	1	No	OTR	1	1020	1052240	-	-	
07/05/1	Weekly Activity Report	1	2	3	52	1	No	CTP	-	100	815	-	-	

Office of Training

(4)

Serial	No.	Report Title	Type	Copies of Report	Frequency	Distribution	ADP Processing	Authority	Prepared by	Revised	Source	Date	Comments	Man hours	Cost	Man hours	Cost	Man hours	Cost
OR/EA/5	1	OTR Weekly Report to DDCI	Report	2	7	52	1	No	EA	7	512	5/29/60		-	-	-	-	-	-
OR/EA/15	2	Weekly Activity Report	Report	2	5	52	1	No	ISS	6	416	3/14/6-		-	-	-	-	-	1
OR/EA/20	3	Weekly Report	Report	2	3	52	1	No	LS	3	180	1/31/6-		-	-	-	-	-	2
OR/EA/5	4	A Weekly Activity Report	Report	2	6	52	1	No	OS	3	156	1/7/61		-	-	-	-	-	3
OR/EA/17	5	Weekly Report	Report	2	52	No	✓	✓	SUS	3	330	2/28/6-		-	-	-	-	-	4
OR/EA/17	6	End of Course Report	Report	2	2	Irregular	1	No	OTR	OTR 23-2	SIWA	-	406	3/4/6-		-	-	-	5
OR/EA/19	7	End of Course Report	Report	2	5	Irregular	2	No	PTS	-	101	10/8/60		-	-	-	-	-	6
OR/EA/16	8	Personnel Instructor Training Workshop	Report	2	6	No	1	No	ISS	-	48	3/25/60		-	-	-	-	-	7
OR/EA/11	9	End of Course Report	Report	2	5	No	2	No	LS	-	150	6/26-		-	-	-	-	-	8
OR/EA/7	10	End of Course Report	Report	2	3	No	1	No	OS	-	300	2/10/60		-	-	-	-	-	9
OR/EA/18	11	End of Course Report	Report	2	5	No	2	No	OS	-	374	4/27/60		-	-	-	-	-	10
OR/EA/18	12	Projected Use of Agency Aircraft	Report	2	9	Irregular	2	No	SUS	-	2	2380		-	-	-	-	-	11
OR/EA/30	13	Projected Use of Agency Aircraft	Report	2	2	2	1	No	SIWA	-	4	2632		-	-	-	-	-	12
OR/EA/6	14	Forecast of Special Flights	Report	2	2	2	1	No	PTS	-	7	4/6/60		-	-	-	-	-	13
OR/EA/19	15	Projected Use of Agency Aircraft	Report	2	3	4	2	No	EA	-	1	4/6/60		-	-	-	-	-	14
OR/EA/12	16	Projected Use of Agency Aircraft	Report	2	2	2	1	No	ISS	-	1	4/6/60		-	-	-	-	-	15
OR/EA/13	17	Projected Use of Agency Aircraft	Report	2	3	1	1	No	LS	-	1	4/6/60		-	-	-	-	-	16
OR/EA/19	18	Projected Use of Agency Aircraft	Report	2	2	3	2	No	OS	-	1	4/6/60		-	-	-	-	-	17
OR/EA/19	19	Equipment Inventory	Report	2	2	2	2	No	SUS	-	2	1505		-	-	-	-	-	18
OR/EA/18	20	Equipment Inventory	Report	2	1	1	1	No	SIWA	-	3	3390		-	-	-	-	-	19
OR/EA/13	21	Equipment Inventory	Report	2	1	3	1	1	ISS	-	117	5/20/60		-	-	-	-	-	20
OR/EA/43	22	Training Career Service Panel Minutes	Report	2	2	4	12	2	No	LS	-	20	8/20/60		-	-	-	-	21
OR/EA/50	23	CIA Cost of Training Report	Report	3	3	12	1	No	OTR	-	549	5/10/60		-	-	-	-	-	22
OR/EA/3	24	Completion of Training Reports	Report	1	2	4	2	No	SIWA	5/10/60	5/13/60	6	70	4/28/60		-	-	-	23
OR/EA/5	25	Internal Training Requests	Report	3	2	3	12	1	OTR	OTR 23-2	OS	-	520	3/31/60		-	-	-	24
OR/EA/16	26	Life House Usage Report	Report	7	2	3	4	1	No	DOP	CS 1-23-5	OS	-	12	54		-	-	25
OR/EA/5	27	Language Development Program Annual Progress	Report	3	3	7	1	No	OL	-	OS	-	4	1352		-	-	-	STAT
OR/EA/5	28	Financial Cost of SIWA Employees	Report	7	1	4	12	2	No	SIWA	HR	LS	-	80	544-		-	-	27
OR/EA/5	29	Cost for 15 Training Fund	Report	7	1	4	12	1	No	OTR	-	LS	-	90	47640		-	-	28
OR/EA/19	30	Student Acceptance List	Report	1	1	4	12	1	No	OTR	-	LS	-	36	23040		-	-	29
OR/EA/1	31	Annual Rpt to Pres. Foreign Intelligence Agency Bd	Report	6	2	2	6	1	No	DOS	-	EA	-	8	678		-	-	30
OR/EA/2	32	Suppl Rpt to Pres. for Fiscal Year	Report	6	2	6	1	2	No	NO	62-4017	EA	-	68	60670		-	-	31
OR/EA/5	33	Concurrent Budget	Report	5	3	9	1	No	NO	62-4017	EA	-	40	49170		-	-	-	32
OR/EA/9	34	Office Estimates	Report	5	3	9	5	No	SIWA	-	185	4/28/60		-	-	-	-	-	33
OR/EA/10	35	Status of Operating Allowances	Report	1	1	2	12	1	No	SIWA	-	185	4/28/60		-	-	-	-	34

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Control No.	Report Title	Type of Report Prepared	Copies Prepared	Frequency	Distribution ADP Processing	Authority	Preparing	Frederick	Manual Reports	Computer Reports	Cost	Cost	Cost	Cost	Cost	STAT
OP/EA/11	Schedule of Encumbrances	7	1	2	12	1	OF	HHB	EA	-	14	4320	-	-	-	1
OP/EA/12	Obligation Abstract Form No 2468	7	1	2	4 weekly	1	do	do	do	-	195	43875	-	-	-	2
OP/EA/13	Significant Pers. Development (Weekly)	1	2	4	52	2	No OTR	-	EA	-	104	47060	-	-	-	3
OP/EA/14	Year End Funding Requirement	5	3	4	1	1	OPPB	-	EA	1	17	14920	-	-	-	4
OP/DP/15	Form 2210 - Gov Data Classification Sheets	2	1	2	As Req.	2	OF	HHB	EA	-	2	1220	-	-	-	5
OP/DP/2	Monthly Attachment Report	1	1	25	12	5	No OTR	-	CTP	-	24	8640	-	-	-	6
OP/DP/3	Monthly Status Report/Military Crew Trainee	1	1	25	12	4	No OTR	1-2	do	-	12	4330	-	-	-	7
OP/DP/6	Government Activities Report for CTP	1	1	5	12	2	No OTR	1-1	do	-	60	23920	-	-	-	8
OP/DP/3	Projected Training Requirements	1	2	15	12	2	No OTR	25-1	DTS	-	36	18480	-	-	-	9
OP/DP/6	Financial Stmt.	7	3	3	12	4	No OF	-	DTS	-	516	210480	-	-	-	10
OP/DP/7	Resettlement Financial Statement (Copy)	1	2	2	12	2	No OTR	-	DTS	-	72	36480	-	-	-	11
OP/DP/8	also State Financial Statement (Copy)	2	2	2	12	2	No do	-	do	-	72	36480	-	-	-	12
OP/DP/9	Staff Mess Report	7	2	2	1	2	No OF	-	do	-	7	37	-	-	-	13
OP/DP/10	Staff Mess Financial Expert	7	2	2	1	2	No do	-	do	-	7	4120	-	-	-	14
OP/DP/11	Construction Status Report	7	3	8	12	6	No GL	-	do	-	36	15720	-	-	-	15
OP/DP/12	Domestic Real Property Report - Location	2	2	2	1	1	No GL	-	do	-	112	57120	-	-	-	16
OP/DP/13	Domestic Real Property Report	7	2	2	2	1	No OF	-	do	2	10	4860	-	-	-	17
OP/DP/14	Monthly Health Report	7	3	2	12	2	No OMS	-	do	-	12	78	-	-	-	18
OP/DP/15	Our Management Program	1	2	6	1	3	No OTR	-	do	-	1	933	-	-	-	19
OP/DP/16	Common Monthly Report	7	2	4	4	2	No OC	-	do	2	48	43680	-	-	-	20
OP/DP/17	Common Reports of Destruction	7	1	2	12	2	No OC	-	do	-	12	10920	-	-	-	21
OP/DP/18	Schedule Vehicle Requirements	7	1	2	2	2	No OF	-	do	-	12	5840	-	-	-	22
OP/DP/21	Productivity Report	3	1	4	3	2	No UNP	TSO/SOB	do	-	118	337	-	-	-	23
OP/DP/22	Weekly Activities Report	3	2	4	52	2	No do	do	do	-	156	1066	-	-	-	24
OP/DP/23	Security Violation	7	2	5	As Required	3	No OS	-	do	-	36	22852	-	-	-	25
OP/DP/24	Field Test Report on TSD Projects	3	2	4	2	2	No DDP	TSO/SOB	do	-	305	1576	-	-	-	26
OP/DP/25	Accident Investigation Report (2nd)	7	2	2	As Required	1	OMS	-	do	-	40	12720	-	-	-	27
OP/DP/26	Accident Investigation Report (2nd) (Alt)	7	2	2	As Required	1	OS	-	do	-	32	14352	-	-	-	28
OP/DP/27	Alt. Other Accidents List	1	2	45	4	10	No OTR	-	do	8	28	15320	-	-	-	29
OP/DP/28	Statistics of Alt. Training sponsored by OTR	1	1	3	12	1	No OTR	-	do	-	408	146880	-	-	-	30
OP/DP/29	Alt. Production Statistics	1	1	2	12	1	No OTR	-	do	-	274	924	-	-	-	31
OP/DP/30	Financial Management Improvement Program	5	1	2	1	2	No OPPB	B03 70-13	do	-	5	2140	-	-	-	32
OP/DP/31	Completion of Internal Training	1	1	3	1	1	No OTR	-	do	-	2390	7744	-	-	-	33
OP/DP/32	Film Inventory	1	1	4	1	1	No GL	1618	do	-	12	4320	-	-	-	34
OP/DP/33	Registration Statistics	1	1	149	52	52	No OTR	-	do	-	260	1053	-	-	-	35

(6)

Control No.	Report title	1	2	3	4	5	6	7	8	9	10	11	12	13
	Type of Report Prepared	Number of Copies Prepared	Frequency of Distribution	ADP Processing	Authority	Prepared by	Prepared for	Prepared by	Prepared for	Manual Report	Computer Report			
074/5522	Internal Training Completion Report	1	1	2	2	1	To OTR	-	155	-	900	1044	-	-
074/5523	App. of Student to a Full Time Academy Trainee	1	4	2	2	2	To OTR	-	do	-	10	53.80	-	-
074/5524	Agency Officers App. by Dep Dir. for Full Trainee	3	2	2	2	1	To EX/DIR	-	do	-	2	13-	-	-
074/5525	Funds Depended for Book Purchases	1	2	1	4	1	To OTR	-	do	5	2	13-	-	-
074/5526	Cost. Report on Infra-structure ADP Manag	7	2	4	2	3	To DODS/Proc	5008 5009	1HC 01AV/1	do	-	3	1750	-
074/5527	ADP MIS Semiannual Report	7	2	4	2	3	To DODS/Proc	908 1-93	do	-	3	1750	-	-
7														6
8														7
9														8
0														9
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2														31
3														32
4														33
5														34
6														35

Office of Communications

CS - Communications Security Staff
EXA - Executive Assistant
RMS - Records Management Staff
OC/A - Administration Staff
OC/P - Program Coordination Staff
CCD - Cover Communications Div.
SCD - Staff Communications Div.

STAT

SPD - Special Programs Division

Office of Communications

Control No.	Report Title	Type	Copies Report	Copies Printed	Frequency	Distribution	Processing	Authority Source	Ctrs Number	Preparing Comments	Feder Reports	Manual Transfers	Report Cost	Computer Transfers	Report Cost		
		1															
1	OC-001	Quarterly Report	1	2	4	4	1	DCO	ORDER 7.4	OC-ALL	1	1136	10533.12	-	-		
2	OC-002	Monthly Report	1	2	2	12	2	DCO	ORDER 7.4	-	-	456	3801.96	-	-		
3	OC-003	Weekly Staff Meeting Notes	1	2	3	52	1	DCO	-	OC-ALL	-	1352	10914.84	-	-		
4	OC-004	Yearly Accomplishments	✓	1	2	3	1	DCO	-	OC-ALL	-	400	3720.36	-	-		
5	OC-005	Foreign TDY Forecast	1	1	3	2	1	DCO	DC-EXA	-	OC-ALL	64	49088	-	-		
6	OC-006	Foreign TDY Forecast	1	1	3	1	1	DCO	DC-EXA	-	OC-ALL	-	10	9386	-		
7	OC-007	Review of OC-005 Forms	1	1	2	1	1	DCO	DC-RMS	ORDER 70.2	OC-ALL	-	51	329.67	-	-	
8	OC-008	Top Secret Inventory Rpt.	1	4	3	1	30	DCO	DC-RMS	ORDER 70.5	OC-ALL	-	63	258.81	-	-	
9	OC-009	Distn. of Rpt. of Record Material	1	1	2	12	1	DCO	DC-RMS	ORDER 11.65	OC-ALL	-	36	341.87	-	-	
10	OC-010	Overtime Summary Rpt.	✓	1	5	12	1	DCO	DC-A	ORDER 20.8.1	OC-ALL	-	252	166662	-	-	
11	OC-011	Program Review (5 yrs.)	✓	5	3	3	1	DCO	OPPB	-	OC-P	-	2340	30474.90	-	-	
12	OC-012	Program Call	✓	5	3	3	1	DCO	OPPB	-	OC-P	-	1434	13867.69	-	-	
13	OC-013	Annual Office Estimate	✓	5	3	15	1	DCO	OPPB	-	OC-P	-	1267	12823.46	-	-	
14	OC-014	Manning Table & Changes	✓	1	1	18	4	3	DCO	DC-A	-	332	984.62	-	-		
15	OC-015	TDY Standing	✓	1	1	2	1	DCO	-	OC-ALL	-	43	2065.46	-	-		
16	OC-016	Retirement Study	✓	1	4	14	1	DCO	-	OC-A	-	480	2884.66	-	-		
17	OC-017	Monthly Rpt. (Retirement)	✓	1	4	5	12	2	DCO	-	OC-A	-	48	17976	-	-	
18	OC-018	Report of Operations (Prog. Dev.)	✓	1	4	Periodically	1	DCO	OS	HR	OC-A	-	1	379	-	STAT 18	
19	OC-019	Overseas On-Duty Strength	✓	1	6	4	1	DCO	OP	OPR 20.27.2	OC-A	-	12	5836	-	-	
20	OC-020	Category II + III On-Duty Strength	✓	6	1	6	4	1	DCO	DOS/PLANS	+	OC-A	-	8	2916	-	-
21	OC-021	OC-019 On-Duty Strength Rpt.	✓	6	1	10	12	6	DCO	-	OC-A	-	120	51624	-	-	
22	OC-022	Non-Admin. CMR	✓	7	1	2	1	DCO	HR	OC-A	-	114	781.06	-	-		
23	OC-023	Inventory of Motor Vehicles (TDY)	✓	7	-	6	1	DCO	DC	-	OC-A	-	102	439.84	-	-	
24	OC-024	Status of Funds	✓	7	1	2	12	1	DCO	DC	-	108	639.73	-	-		
25	OC-025	RE 6101 (Comp. Prod. Rpt.)	✓	1	1	2	1	DCO	DC-CCD	-	OC-611	-	53	266.00	-	STAT 25	
26	OC-026	PLA Review	✓	1	3	3	2	1	DCO	DC-5010	-	DC-5010	1	136	1095.38	-	-
27	OC-027	Report of Deployed/Returned (TDY) Seal/Cipher	✓	6	1	2	Periodically	1	DCO	DOS	-	DC-A	-	4	1636	-	-
28	OC-028	Proc. Proc. Rpt. (Times, Expenses, Requirements, etc.)	✓	1	3	7	12	6	DCO	DC	-	DC-A	-	36	14724	-	-
29	OC-029	Rpt. Record Holding & Destruction	✓	2	3	3	1	DCO	003/581/1888	11/1/67	DC-RMS	-	325	1655.46	-	-	
30	OC-030	Inventory of Lexington Branches	✓	3	2	4	4	1	DCO	005/585/1000	MEMO	-	264	1975.58	-	-	
31	OC-031	Suspense List	✓	1	2	20	52	20	DCO	DC	ORDER 20.21	DC-RMS	-	156	126.08	-	-
32	OC-032	Operation Purge	✓	6	2	4	4	1	DCO	DOS	MEMO 10/1/68	DC-RMS	-	16	104.04	-	-
33	OC-033	C.K. List of Current Orders, Notices + HQ	✓	1	2	68	1	61	DCO	DC-5010	MEMO 10/1/68	DC-RMS	-	52	289.30	-	-
34	OC-034	Call Traffic Analysis Rpt. (CATRAN)	✓	1	5	5	5	2	DCO	DC-5010	MEMO 10/1/68	DC-RMS	-	876	5237.76	-	-
35	OC-035	Phone Telephone Network Rpt.	✓	1	1	6	4	2	DCO	DC-5010	-	DC-RMS	-	5	35.16	4	-

Office of Communications

Control No.	Report Title	Type of Report	Copies Prepared	Frequency	Distribution	ADP Processing	Authority	Cite	Prepared by	Entered by	Manual Reports	Computer Reports		
							Number	Comments	Comments	Comments	Members	Cast	Members	Cast
0C-026	Regulator Cpt User Telephone Network	✓/1	✓/1	3	13	2	720	OC-SCD	—	0C-OMA	41	25402	—	—
0C-037	Crypto Briefing Stmt.	✓/3	2	1	weekly	2	720	?	HR []	0C-ES	1686	1161160	—	STAT 2
0C-048	Crypto Material Inventory (CIX202)	✓/1	4	4	8	375	720	0C-CS	0C-HB-0303	0C-CS	148	91424	40	248000
0C-049	Trans. & Distr. Info of Crypto material	✓/1	1	11,000	Periodic	500	720	0C-CS	0C-HB-0303	0C-CS	1843	489720	183	84975
0C-050	Crypto Violation Compromises	✓/1	2	2	1	4	1	720	0C-CS	—	0C-OMA	1	—	—
0C-051	Crypto Usage & Inventory Rpt.	✓/6	4	3	2	1	720	0C/SES	Memo	0C-P	9	70122	—	5
0C-052	Rpt. of Data Processing Equip. Controlled by OC	✓/5	1	2	1	2	720	0C/SES	—	0C-EA	190	239144	—	6
0C-053	Significant Events	✓/6	2	2	52	1	720	0C-S	AI-637	0C-O	36	27378	—	7
0C-054	Conflicts of Interest	✓/2	2	2	1	1	720	0C-S	HR []	0C-O	936	643248	—	8
0C-045	Finc. Stmt. (Envir. of their fin. interests)	✓/1	2	2	4	1	720	0C-O	—	0C-O	2	1358	—	9
0C-046	Contract Information System	✓/3	1	2	12	2	720	0C/SES	M-10	0C-CCD	—	10191	—	10
0C-047	Contract Inspection Rpt.	✓/2	1	2	7	1	720	0C-S	HR []	0C-SPD	384	170176	—	11
0C-048	R&D Procurement Planning Rpt.	✓/2	3	3	4	1	720	0C-S	—	0C-SPD	213	181735	—	12
0C-049	Foreign TDY Summary	✓/1	1	3	2	1	720	0C-EKA	—	0C-CS	40	31244	—	13
0C-050	Trip Report	✓/1	2	2	Periodic	1	720	0C-EKA	—	0C-CS	3	57457	—	14
0C-051	Allocation "26" Status Rpt.	✓/1	1	3	62	1	720	0C-SCD	—	0C-O	78	209337	—	15
0C-052	Classified & Unclassified Circuit Log (EKAS02)	✓/1	4	4	2	2	720	0C-SCD	—	0C-SCD	36	13246	—	16
0C-053	Equip. Inventory (BYCEDA)	✓/1	4	6	2	5	720	0C-SCD	—	0C-SCD	416	283712	—	17
0C-054	Non-Atomic Equip. Inventory (Cme)	✓/2	4	2	1	—	720	0C-S	—	0C-SCD	460	3205680	—	58680
0C-055	Status of Comms. Annexes & War Plans	✓/1	2	3	1	2	720	0C-S	—	0C-SCD	64	30400	—	—
0C-056	Computer Utilization Rpt.	✓/6	4	3	2	1	720	0C-S	—	0C-P	92	105335	—	20
0C-057	Parents' Kings' Bill of Lading Board Rpt.	✓/5	2	1	1	1	720	0C/SES	—	0C-P	42	53760	—	21
0C-058	Trip Rpt. to Contractor	✓/1	2	3	Periodic	1	720	0C-CS	—	0C-CS	5	1695	—	22
0C-059	Rq. to Procurement Div. for Services	✓/2	3	9	Periodic	6	720	0C-S	—	0C-CS	264	208400	—	23
0C-060	Shielded Enclosure Status Rpt.	✓/1	2	2	4	1	720	0C-O	HR []	0C-CS	88	52800	—	STAT 24
0C-061	Crypto Equip. Inventory Rpt.	✓/4	1	3	12	1	720	NSA	CIR. 9-6	0C-ES	1	3433	—	26
0C-062	Crypto Equip. Monitoring Rpt.	✓/1	1	5	4	4	720	0C-S	MEMO 10/16/66	0C-CS	168	73488	16	99800
0C-063	Crypto Material Requirements	✓/4	1	2	1	1	720	NSA	CIR. 9-2	0C-CS	1	10184	—	28
0C-064	Loss of Crypto Material	✓/4	2	4	1	1	720	NSA	Pub. 106-1	0C-CS	3	2267	—	29
STAT 05		✓/1	2	3	4	1	720	NSCSB	13-2013	0C-CS	—	12	7068	—
0C-066		✓/1	2	3	Periodic	1	720	do	do	0C-CS	—	19	4787	—
STAT 067		✓/4	2	1	Periodic	1	720	do	—	0C-CS	6	4534	—	31
0C-068	Data Processing Equip. Controlled by OC	✓/1	2	3	1	1	720	0C-EKA	—	0C-CS	1	700	—	32
0C-069	Depot Inventory of Comms. Buying Materials	✓/4	1	3	Periodic	1	720	0C-CS	—	0C-CS	8	3320	—	33
0C-070	Communications Security Questionnaire (RSA101)	✓/1	2	3	2	3	720	0C-CS	—	FIELD	18	11228	—	34

Office of Communications

3

Control No.	Report Title	Type of Report	Copies Prepared	Frequency	Distribution	ADP Processing	Authority	Prepared by	Leads (Manhours)	Manual Report Cost	Computer Report Cost
1	02-071 TEMPEST Test Report	✓ 1	2	3 (b) (6) (b) (7)	3	XO	OC-ES	OC-ES	1800	10276.00	—
2	02-072 COMSEC Tech. Inspect Rpt. (Security On Site)	✓ 1	5	Bi-Weekly	2	XO	OC-ES	OC-ES	132	75504	—
3	02-073 Violation Compromise Rpt. (Commo Security)	✓ 1	2	3 (b) (6) (b) (7)	1	XO	OC-ES	OC-ES	6	4128	—
4	02-074 Warmed Forms (Comsec)	✓ 1	2	As Req.	2	XO	OC-ES	AREA HQS	16	12728	—
5	02-075 Crypto Clearance	✓ 2	2	2 (b) (6) (b) (7)	2	XO	OC-ES	OC-ES	976	518448	—
6	02-076 Status Rpt. of Crypto Cleared Pers.	✓ 2	4	2	6	2	2 (b) (6) (b) (7)	HR	3	186	162864
7	02-077 Req. Supt. to create & maintain Inventory COMINTelecom Equip.	✓ 2	4	3	1	1	2 (b) (6) (b) (7)	HN	144	2880700	37202
8											11670
9											8
0											9
1											10
2											11
3											12
4											13
5											14
6											15
7											16
8											17
9											18
0											19
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3											22
4											23
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6											25
7											26
8											27
9											28
0											29
1											30
2											31
3											32
4											33
5											34
6											35

STAT

10/22/71
Agency Reports Reduction
(as reported by)

<u>Total # Reports</u>	<u>Costs</u>
Agency overall 1,835	\$4,030,931
Reduction 157	420,846
<hr/>	
Support Directorate 137	\$130,349.52

Types of Logistical

Item	Report Title	Type of Report	Number	Report Period	Frequency	Distribution	Processing	Authority	Cite	Prepared by	Issue	Manual	Report to	Computer	Reported	Reported	Reported
												manpower	manhours	manhours	Cost	hours	Cost
1	04100-1 Weekly Activity Log to DDS	Report	1	2	3	52	1	NO	DDS	AT 65-7	Mr. Fox	1	104	1300.00	-	-	450.22
2	04100-2 Program Submission	Report	2	3	10	1	3	NO	OPPRB	-	BuFB	-	1848	1498.27	-	-	972.00
3	04100-3 Office Estimates Submission	Report	5	3	12	1	3	NO	do	600 A-11	do	4	638	1170.23	-	-	297.16
4	04100-4 Analysis of DDS by Activity	Report	1	1	6	12	1	NO	OL	-	do	12	118	91.52	-	-	4.96
5	04100-5 Requests for Allocation to Property Funds	Report	1	1	11	12	4	NO	OL	-	do	3	120	876.84	-	-	104.00
6	04100-6 Analysis of Prop. Proc. Allocated by Supply Demand Group	Report	1	1	12	12	3	NO	OL	-	do	1	105	758.16	-	-	323.02
7	04100-7 Status of Lands by Object Class	Report	1	1	64	12	1	NO	OL	-	do	2	240	1285.20	-	-	7
8	04100-8 Status of Current	Report	1	1	8	12	1	NO	OL	-	do	3	17	1414.48	-	-	8
9	04100-9 Special Appropriations "M" Report	Report	7	1	2	1	2	NO	OFN- 8-70	do	2	204	1004.22	-	-	9	
10	Report of Record Holdings	Report	7	2	12	1	1	NO	BUFB/OLB	do	-	20	10476	-	-	10	
11																	
12	04105-1 Annual Record Holdings	Report	7	1	2	1	1	NO	BUFB/OLB	R+S	12	56	384.72	-	-	12	
13	04105-2 Reports of Destruction	Report	1	2	1	4	1	NO	OL	HHS	R+S	-	1	324	-	-	STAT
14																	
15	04105-3 Budgeted Period Change of Ceiling	Report	1	1	6	52	1	NO	OL	-	PTS	-	260	1391.04	-	-	15
16	04105-4 Problem Staffing Areas	Report	1	-	3	52	1	NO	do	-	do	-	52	993.3	-	-	16
17	04105-5 GEDs During Past Week	Report	1	1	2	52	1	NO	do	-	do	-	3	1144	-	-	17
18	04105-6 DL Strength Report	Report	1	1	4	52	1	NO	do	-	do	-	52	11336	-	-	18
19	04105-7 Training Report	Report	1	1	3	12	1	NO	do	-	do	-	48	17976	-	-	19
20	04105-8 Changes in S4/25 Designations	Report	1	1	3	12	1	NO	do	-	do	-	12	2340	-	-	20
21																	
22	04105-9 Industrial Security Program	Report	1	3	3	12	1	NO	OL	-	SS	-	48	281.52	-	-	22
23																	
24	04105-10 Weekly Activity Report	Report	1	2	7	52	5	NO	OL	41 80-10	BRPS	6	416	3880.76	-	-	24
25	04105-11 Report of Significant GED Accomplishments	Report	1	3	5	1	3	NO	OL	-	do	14	186.96	-	-	25	
26																	
27	04105-12 Weekly Activity Report	Report	1	2	7	52	5	NO	OL	61 70-10	PS	1	416	3354.0	-	-	27
28	04105-13 Significant DL Accomplishments	Report	1	2	5	1	2	NO	OL	-	PS	-	104	893.75	-	-	28
29																	29
30	04105-14 Institutional Contracts	Report	8	1	2	3	2	YES	OL	RECEIVES	-	4	2162	-	432	30	
31	04105-15 Not Returned by Contractor	Report	8	1	2	24	10	YES	do	do	-	432	3216	-	5040	31	
32	04105-16 Not Marked by Contractor	Report	8	1	2	24	8	YES	do	do	-	432	3216	-	2880	32	
33	04105-17 Overall History	Report	8	1	2	2	2	YES	do	do	-	4	2162	-	816	33	
34	04105-18 Inspection Reports	Report	8	1	2	5	5	YES	do	do	-	432	3216	-	7056	34	
35	04105-19 Output Last Month	Report	8	1	2	12	5	YES	do	do	-	432	3216	-	2160	35	

Office of Logistics

Control No.	Report Title	Type of Report	Number Prepared	Frequency	Distribution	ADP Processing	Authority Source	Cite Number	Preparing Component	Feeder	Manual Reports	Reports	Computer Reports	Reports		
										manholes	manholes	Cost	manholes	Cost		
04/PMS-7	Active Contracts	8	1	2	12	9	yes	04	OCs	-	432	3216	-	45070		
04/PMS-8	Security Classification	8	1	6	4	3	yes	do	do	do	2	1076	-	97300		
04/PMS-9	Contracts In Settlement	8	1	2	2	6	yes	do	do	-	1	268	-	2976		
04/PMS-10	Contracts Settled	8	1	2	2	6	yes	do	do	-	1	268	-	6964		
04/PMS-11	Cont/F Update	8	1	1	52	1	yes	do	do	-	416	2288.08	-	10400		
04/PMS-12	Cont/F Master File Listing (Cardkey)	8	1	1	6	1	yes	do	do	-	12	6456	-	132300		
04/PMS-13	F-3235, 422359 - Total Agency Contracting Activity	8	1	2	12	2	yes	do	do	-	112	60432	-	7		
04/PMS-14	(See 04/1383-13)													8		
04/PMS-15	Annual Rpt. of Records Holdings	7	1	2	1	1	no	1005/SS/ADP	PMS	-	6	2042	-	9		
04/140-1	Statistical Report	1	1	2	12	2	no	04	PDM 70-1	PD	6	492	5726.64	-	10	
04/140-2	Cost Reduction	1	3	1	12	1	no	do	do	-	5	128	585.48	-	11	
04/140-3	Semi-Annual Property Rpt.	7	3	10	2	8	no	04	DEBAMS	do	-	48	29680	-	12	
04/140-4	Delinquent Report	1	2	2	12	2	no	04	DEBAMS	do	1	24	13632	-	13	
04/140-5	Fin. Rpt. - Stock Accts. #3	1	1	5	4	4	no	04	PDM 68-3	do	-	24	14147	-	14	
04/140-6	Weekly Accts. Rpt.	1	1	2	52	1	no	04	-	do	-	52	19448	-	15	
04/140-7	Special Weekly Rpt. - [redacted]	1	3	1	12	1	no	04	-	do	-	60	24408	-	16	
04/140-8	Today Lin. Rpt. - [redacted]	1	1	3	12	3	no	04	-	do	-	84	40164	-	17	
04/140-9	Rpt. of Payments. To be withheld	7	2	8	12	1	no	04	Memorandum	do	3	1723	-	18		
04/140-10	Personnel Status Rpt.	1	3	2	12	1	no	04	-	do	-	24	11376	-	19	
04/140-11	Base Contracts Otrly Rpt.	1	3	4	4	3	no	04	-	do	-	16	7132	-	20	
04/140-12	Rpt. of Letter Contracts	1	2	2	-	2	no	do	-	do	-	-	-	-	21	
04/140-13	Rpt. of Significant Accomplishments	1	1	4	1	4	no	do	-	do	-	7	6360	-	22	
04/140-14	Contract Procurement Activity	1	1	2	12	2	no	do	-	do	6	360	176040	-	23	
04/140-15	Weekly Activity	1	2	5	52	5	no	-	do	-	4	814	679162	-	24	
04/150-1	Weekly Activity	1	3	5	52	4	no	04/50	SDE 7-3	SD	-	1040	537124	-	25	
04/150-2	Significant Accomplishments	1	3	3	2	2	no	04	Memorandum	do	-	10	81923	-	26	
04/150-3	Monthly Activity	1	3	5	12	4	no	04/50	SDE 7-3	do	-	672	345688	-	27	
04/150-4	Records Mgmt. Rpt.	1	1	2	1	-	no	04/50	-	do	8	109	46012	-	28	
04/150-5	Destruction	7	1	3	12	1	no	04/50	MS/SS/MB	Memorandum	do	4	156	25214	-	29
04/150-6	Ordnance Status Rpt. STAT	1	1	-	52	1	no	04/50	-	do	-	520	282048	-	30	
04/150-7	Ordnance Status Rpt.	1	1	-	12	1	no	do	-	do	-	60	40411	-	31	
04/150-8	Ordnance Status Rpt.	1	1	-	3	1	no	do	-	do	-	1	1036	-	32	
04/150-9	Exborne Status Rpt.	1	1	-	12	2	no	do	-	do	-	48	37104	-	33	

Office of Logistics

Control No.	Report Title	Type of Report	Number	Report Period	Frequency	Copy(1)	ACR	Authority	Cite	Preparing Component	Index	Manual Reports	Computer Reports	13
1	2	3	4	5	6	7	8	9	10	11	12	13	14	
1	4450-10	Armaments & Aeronautic Stock Objectives	1	1	5	1	2	No	04/50	-	50	321	228640	
2	4450-11	Cargo Status Rpt. STAT	1	1	3	52	1	No	do	-	do	260	110968	
3	4450-12	Back Order Recalculation Rpt.	4	1	1	4	2	No	000	Meridian	do	104	37296	
4	4450-13	Excess Acquisition	1	1	2	12	3	No	04/50	-	do	24	7560	
5	4450-14	Value of Property on Hand Rpt.	1	1	3	12	3	No	do	-	do	12	4668	
6	4450-15	Inventory Analysis Rpt., 903,904 88400	1	1	3	12	3	No	do	-	do	192	74688	
7	4450-16	Project [redacted] Status Rpt.	1	1	2	52	1	No	do	Verbal	do	624	262072	
8	4450-17	Trans. (annual)	1	1	1	12	1	No	04/50	-	do	3	4855	
9	4450-18	Daily Production Rpt.	1	1	1	252	-	No	do	-	do	6	1008	
10	4450-19	Financial Prop. Accts.	7	1	-	12	-	No	OF	-	do	5	521834	
11	4450-20							No	do	-	do	5	164160	STAT
12	4450-21	Followup Rpt. on Overdue Cargo	1	1	-	252	-	No	04/50	-	do	-	126	76406
13	4450-22	Weight Measurement Report	1	1	-	12	-	No	04/50	-	do	-	24	54345
14	4450-23	Procurement Action Plan (Any/Dollar Value)	1	1	-	52	-	No	04/50	-	do	-	52	7560
15	4450-24	Imports/Exports	1	1	-	12	-	No	do	-	do	-	16380	
16	4450-25	Obligations	1	1	-	12	-	No	do	-	do	-	24	13680
17	4450-26	Losses	7	1	-	12	-	No	OF	Quat 42	do	1	48	27360
18	4450-27	Stock Transaction Rpt.	1	1	-	52	-	No	04/50	500 85-89	do	3	72	246240
19	4450-28	Stock Transaction Rpt.	3	1	-	52	-	No	04/50	-	do	-	208	76260
20	4450-29	MPA Weekly Reconciliation Rpt.	7	1	3	12	1	No	OF	-	do	1	104	54320
21	4450-30	Supplier Inventory of Parts/Equipment	1	1	-	12	-	-	04/50	-	do	-	96	40224
22	4450-31	Monthly Shipments	1	1	-	12	-	No	do	-	do	-	72	36000
23	4450-32	Monthly Receipts	1	1	-	12	-	No	do	-	do	-	12	4212
24	4450-33	Report monthly Rpt - Packing & Crating	1	1	-	12	-	No	do	-	do	-	12	2832
25	4450-34	Daily Receipts & Shipments	1	1	-	252	-	No	do	-	do	-	96	48000
26	4450-35	Daily Operations Report	1	1	-	252	-	No	do	-	do	-	252	42251
27	4450-36	Summary Accident Rpt.	4	1	4	12	1	No	do	-	do	-	252	63250
28	4450-37	Lengthening Protection Rpt.	4	2	6	1	4	No	04/49	AP 385-40	do	-	12	42891
29	4450-38	Surveillance Magazine Rpt.	4	2	6	4	4	No	04/49	Various	do	-	4	1671
30	4450-39	Reimbursable Expenses Rpt.	1	1	1	12	1	No	04/49	do	do	-	16	6684
31	4450-40	Imports/Exports Rpt.	7	1	6	12	4	No	04/50	-	do	-	6	2964
32	4450-41	Schedule of Expenditures	1	1	6	12	4	No	04/50	-	do	-	48	23664
33	4450-42	Summary Rpt. of Estimated Obligations	1	1	6	12	4	No	do	-	do	-	36	21480
34	4450-43	Financial Property Accts. Rpt.	1	1	6	12	1	No	do	-	do	-	192	16116
35	4450-44	Budget	1	1	1	12	1	No	OF	-	do	-	48	68544

Control No	Report Title	Type of Report	Number Prepared	Frequency	Database	Recurring	ISP Channel	Authority Number	Site	Preparing Organization	Header	Manual Workhours	Report Cost	Computer Workhours	Report Cost
1	Interoffice Passances	1	1	5	1	4	No	04/50	Log In 15-1	SD	-	5	29.88	-	-
2	Consolidated Material Assets	1	1	3	2	2	No	do	do	2	102	79.74	-	2	
3	Decentralized Logistics Opt.	8	1	1	28	1	yes	do	-	OBS	-	24	75.60	-	
4	0450-48 Logistics Error Rendoms	8	1	5	24	2	yes	do	-	do	-	480	1,876.20	-	
5	0450-49 Location 94 Error Rendoms	8	1	2	24	2	yes	do	-	do	-	24	75.60	-	
6	0450-50 Location 94 Error Rendoms	8	1	2	24	2	yes	do	-	do	-	24	75.60	-	
7	0450-51 Logistics Activity Register	8	1	5	12	4	yes	do	-	do	-	240	1,140.40	-	
8	0450-52 Location 94 Activity Register	8	1	1	12	1	yes	do	-	do	-	240	933.60	-	
9	0450-53 Location 94 Activity Register	8	1	1	12	1	yes	do	-	do	-	36	113.40	-	
10	0450-54 Demand & Issue Activity Register	8	1	1	12	1	yes	do	-	do	-	240	1,140.40	-	
11	0450-55 Due-In Activity Register	8	1	3	12	3	yes	do	-	do	-	240	867.02	10	
12	0450-56 Due-Out Activity Register	8	1	3	12	3	yes	do	-	do	-	144	560.16	-	
13	0450-57 DE Demand & Issue Activity Register	8	1	1	12	1	yes	do	-	do	-	120	466.80	-	
14	0450-58 Inventory Adjustment Report	8	1	1	12	1	yes	do	-	do	-	12	466.80	-	
15	0450-59 RIA Stock In-Hand Revaluation	8	1	1	12	1	yes	do	-	do	-	600	2,850.00	-	
16	0450-60 RIA Property In-Hand Revaluation	8	1	1	24	1	yes	do	-	do	-	24	933.60	-	
17	0450-61 RIA Property In-Hand Other Parcellation	8	1	1	24	1	yes	do	-	do	-	8	21.12	-	
18	0450-62 Logistics Consolidated Activity Register	8	1	4	2	3	yes	do	-	do	-	520	2,022.40	-	
19	0450-63 Location 94 Consolidated Activity Register	8	1	1	2	1	yes	do	-	do	-	80	311.20	19	
20	0450-64 Log 94 Consolidated Activity Register	8	1	1	2	1	yes	do	-	do	-	36	113.40	-	
21	0450-65 Log 94 Demand & Issue Activity Register	8	1	1	12	1	yes	do	-	do	-	60	2,334.00	-	
22	0450-66 Allocation 05 Activity Register	8	1	1	12	1	yes	do	-	do	-	480	2,745.60	-	
23	0450-67 Stock In-Hand Status Rpt.	8	1	5	12	6	yes	do	-	do	-	14400	62,064.00	-	
24	0450-68 Prop. In Use Status Rpt.	8	1	1	12	1	yes	do	-	do	-	240	842.40	-	
25	0450-69 Prop. On Loan to Others Status Rpt.	8	1	1	12	1	yes	do	-	do	-	6	57,600	24	
26	0450-70 Prop. In Loan From Others	8	1	1	12	1	yes	do	-	do	-	6	48.36	-	
27	0450-71 Location 94 Stock Status Rpt.	8	1	1	12	1	yes	do	-	do	-	6	180	25	
28	0450-72 Location 94 Stock Status Rpt.	8	1	1	12	1	yes	do	-	do	-	6	48.36	-	
29	0450-73 Location 3 Stock Status Rpt.	8	1	1	12	1	yes	do	-	do	-	1920	4,048.00	-	
30	0450-74 Location 5 Stock Status Rpt.	8	1	2	12	2	yes	do	-	do	-	288	11,203.20	-	
31	0450-75 Allocation 08 Stock Status Rpt.	8	1	2	12	1	yes	do	-	do	-	120	446.80	-	
32	0450-76 Allocation 23 Stock Status Opt.	8	1	2	12	1	yes	do	-	do	-	300	1,167.00	-	
33	0450-77 COG Office M Stock Status Rpt.	8	1	1	12	1	yes	do	-	do	-	180	1,029.60	-	
34	0450-78 Comms Equip Manager Stock Status Rpt.	8	1	1	12	1	yes	do	-	do	-	96	336.96	-	
35	0450-79 ORS Allocated Stock Status Opt (DORAC)	8	1	3	4	1	yes	do	-	do	-	360	4,513.60	-	
												80	1,182.40	34	
												60	1,182.40	25	

Office of Logistics

Control No.	Report Title	Type of Report	Number Prepared	Frequency	Distribution	AOP Processing	Authority	City Number	Preparing Computer	Leader Reports	Manual Reports	Computer Reports	
										Manhours	Cost	Manhours	Cost
0450-80	Concurrent Off. 7 Allocation 6 Stock Status Rpt.	8	1	6	1/2	6	yes	61	-	3840	2196480	-	37584 1
0450-81	Selected Property in Use Rpt. Com's	8	1	3	1/2	1	yes	60	-	310	108810	-	34875 2
0450-82	Former Limited Standard Article Stock Status Rpt.	8	1	1	1/2	1	yes	60	-	420	286440	-	18660 3
0450-83	Article Items Stock Status Rpt.	8	1	1	1/2	1	yes	60	-	24	13728	-	2280 4
0450-84	TSO Condition 3 Stock Status Rpt.	8	1	4	4	1	yes	60	-	32	25792	-	1488 5
0450-85	Allocation 09 Stock Status Rpt.	8	1	1	4	1	yes	60	-	64	51584	-	2846 6
0450-86	No Issue Status Rpt.	8	1	2	2	1	yes	60	-	240	137280	-	4116 7
0450-87	Condition 7 Stock Status Rpt.	8	1	2	1/2	2	yes	60	-	192	79688	-	1800 8
0450-88	Inventory Stratification Rpt.	8	1	4	1/2	1	yes	60	-	8	4576	-	2440 9
0450-89	NSA Stock Status Rpt.	8	1	3	2	2	yes	60	-	32	12448	-	1080 10
1. 0450-90	Allocation 10 Stock Status Rpt.	8	1	1	1/2	1	yes	60	-	72	41184	-	5100 11
2. 0450-91	Allocation 15 Stock Status Rpt.	8	1	2	4	1	yes	60	-	64	51584	-	360 12
3. 0450-92	Receipts and Issues Rpt.	8	1	3	24	3	yes	60	-	60	37344	-	43200 13
4. 0450-93	Stock on Hand Acquisition Diff. 4251	8	1	2	24	2	yes	60	-	192	79688	-	1728 14
5. 0450-94	Stock on Hand Disposition Diff. 4255	8	1	2	24	2	yes	60	-	48	18672	-	288 15
6. 0450-95	Property in Use Acquisition Diff. 4251	8	1	2	24	2	yes	60	-	60	-	-	216 16
7. 0450-96	Prop. in Use Disposition Diff. 4255	8	1	2	24	2	yes	60	-	60	-	-	72 17
8. 0450-97	Prop. on Loan to Others Acq. Diff. 4255	8	1	2	24	2	yes	60	-	60	-	-	72 18
9. 0450-98	Monetary Value of Stock on Hand	8	1	2	12	2	yes	60	-	60	-	-	36 19
10. 0450-99	Monetary Value of Property in Use	8	1	2	12	2	yes	60	-	60	-	-	36 20
11. 0450-100	Monetary Value of Property on Loan from Others	8	1	2	12	2	yes	60	-	60	-	-	36 21
12. 0450-101	FT 11 Remittance Rpt.	8	2	4	12	4	yes	60	-	4800	1867200	-	428256 22
13. 0450-102	DLSG Catalog and its Supplements	8	2	4	12	4	yes	60	-	600	233400	-	530928 23
14. 0450-103	DLSG Cross Reference Stock No. to Manufacturer Ref. No.	8	1	2	12	2	yes	60	-	240	125520	-	101736 24
15. 0450-104	DLSG Cross Reference Manufacturer Ref. No. to Stock No.	8	1	2	12	2	yes	60	-	60	-	-	28440 25
16. 0450-105	SAC Letter Supplements	8	1	1	12	1	yes	60	-	12	8184	-	1560 26
17. 0450-106	Nomenclature 5 x Cards	8	1	1	24	1	yes	60	-	480	250140	-	46800 27
18. 0450-107	Stock No. Change, Delays and/or Corrections Rpt.	8	1	3	24	2	yes	60	-	48	18672	-	4320 28
19. 0450-108	DLSG PEF and/or RPL Items Rpt.	8	1	2	12	1	yes	60	-	96	50208	-	8640 29
30. 0450-109	DLSG Discrepancies	8	1	1	12	1	yes	60	-	8	5456	-	1530 30
31. 0450-110	DLSG Transaction Errors	8	1	1	12	1	yes	60	-	96	65472	-	180 31
32. 0450-111	"Can't Read"	8	1	1	1	1	yes	60	-	1	682	-	660 32
33. 0450-112	DLSG AUTODYN Rpt.	8	1	1	24	1	yes	60	-	96	15120	-	480 33
34. 0450-113	Monetary Value of Prop on Loan to Others	8	1	2	12	1	yes	60	-	1	816	-	36 34
35. 0450-114	Selected Nomenclature	8	1	1	2	1	yes	60	-	200	77800	-	460 35

Office of Logistics

Control No.	Report Title	Type of Report	Number Prepared	Frequency	Distribution	ADP Processing	Authority Ctr	Repairing Component	Feeder Reports	Manual Requests	Manual Cost	Computer Requests	Computer Cost				
1	450-115 CMG to CONSO with Memorandum	8	1	1	3	1	yes	OK	-	023	+	200	718.00	-	1300	1	
2	450-116 Manufacturers Supply Code for Decentralized (300)	8	1	1	1	1	yes	OK	-	40	+	1	523	-	240	2	
3	450-117 Manufacturers Supply Code for Decentralized (300)	8	1	1	1	1	yes	OK	-	40	+	1	523	-	315	3	
4	450-118 Shortage Rpt. for Replacement Action	8	1	3	26	2	yes	OK	-	60	-	960	3734.00	-	90750	4	
5	450-119 Pre-Inventory Status Rpt.	8	1	1	12	1	yes	OK	-	40	-	192	82758	-	12000	5	
6	450-120 Pre-Inventory Status Rpt.	8	1	1	2	1	yes	OK	-	40	-	4	27.00	-	1600	6	
7	450-121 Inventory of Property to New Units	8	1	1	4	1	yes	OK	-	40	-	10	35.12	-	6000	7	
8	450-122 Checklist Items Report	8	1	3	4	2	yes	OK	-	40	-	320	1344.80	-	4500	8	
9	450-123 Vehicle Master File	6	1	9	4	1	yes	OK	-	40	-	780	2457.00	-	540	9	
10	450-124 Vehicle Status Run	8	1	5	4	3	yes	OK	-	40	-	160	304.00	-	12000	10	
11	450-125 Stock Number-Reference No.	8	1	1	1	1	yes	OK	-	40	-	1	682	-	660	11	
12																12	
13	45000-1 Report of Significant Accomplishments	1	2	4	1	1	no	OK/RECD	7/19/67	Memorandum	RECD	7	41	316.93	-	-	13
14	45000-2																14
15	45000-3 Progress Summary	1	1	6	2	1	no	OK	-	40	1	8	8312	-	-	15	
16	45000-4 Construction Workload Summary	8	4	2	4	1	yes	OK/RECD	-	40	440	2912.80	-	600	16		
17	45000-5 Weekly Rpt.	1	2	11	52	4	no	OK	L1 70-10	RECD	4	988	7864.48	-	-	17	
18	45000-6 Analysis of Space Occupied by CIA	5	1	15	1	2	no	OPPB	-	40	5	36	15516	-	-	18	
19	45000-7 Capital Cost of Agency Real Property (Revised)	7	1	12	2	1	no	OF	-	40	5	48	20688	-	-	19	
20	45000-8 Report of Records Holdings	1	1	2	1	1	no	OK	-	40	4	1224	-	-	20		
21	45000-9 Report of Activities in Safehouse	1	2	3	12	1	no	OK/RECD	-	40	-	36	26248	-	-	21	
22	45000-10 Safehouse Utilization	1	2	3	2	1	no	dp	-	40	-	34	24752	-	-	22	
23	45000-11 Proposed Temporary Duty Foreign Trbl.	1	2	4	2	1	no	OK	L1 22-1	40	-	2	2042	-	-	23	
24	45000-12 Survey of Personnel Area	1	2	4	4	1	no	OK	-	40	-	12	12468	-	-	24	
25	45000-13 Reviewing Seasonal Variation	4	2	12	1	3	no	EOP	EX-00011246	40	1	2	2078	-	-	25	
26	45000-14 Cost Reduction Program	4	2	4	1	1	no	BOB	-	40	-	4	4156	-	-	26	
27	45000-15 Utilization, Retention & Origin of Federal Real Prop.	4	2	5	1	2	no	BOB	Cir A-2	40	-	3	2184	-	-	27	
28	45000-16 ADP Report	1	2	5	1	1	no	OK	L1 70-13	40	-	44	3208	-	-	28	
29	45000-17 Visual Aids	1	2	6	2	1	no	OK	-	40	-	12	814	-	-	29	
30	45000-18 TDS & PCS Rpts	1	2	5	+	2	no	OK	L1 92-1	40	-	224	1799.14	-	-	30	
31	45000-19 Safehouse Statistical	7	1	3	12	1	no	OF	HHB	40	-	288	936.00	-	STAT	31	
32	45000-20 Water Pollution Control	4	2	7	1	2	no	BOB	Cir A-18	40	1	4	3224	-	-	32	
33	45000-21 Air Pollution Control	4	2	7	1	2	no	BOB	Cir A-28	40	1	4	3224	-	-	33	
34																34	
35																35	

Office of Logistics

Control No.	Report Title	Type of Report	Number Prepared	Frequency	Distribution	Processing	ADP Source	Authority Cite	Prepared by	Prepared by	Manual Reports	Computer Reports	Computer Reports
									Number	Comments	Count	Count	Count
1	Conf. Confidential Stmt. of Employment & Tax. Info.	7	1	2	1	1	No	OP	HR	PSD	1	940	—
2	Annual Winterization Schedule	1	1	4	2	1	No	OL	LI-20-8	dw	1	610	—
3	Projected TDY Foreign Trns.	1	2	Verbal	2	1	No	OL	LI 22-1	dw	—	100	—
4	Penalty Audited Stocks-Proc. Doc.	1	2	5	1	1	No	OL/PSD	LI 20-7	dw	2	838	—
5	Listing of Interoffice Beacons	1	2	25	1	1	No	de	LI 5-1	dw	1	599	—
6	Annual List of Records Holdings	7	2	2	1	1	720	MS/PSD/RAB	—	dw	24	11208	—
7	Cert. of Review of Selected Regulatory Sources	1	2	4	2	1	No	OL	LI 7-1	dw	328	162824	—
8	Designation of Employee for Income Tax Purposes	7	2	6	1	4	720	OF	HHB	dw	1	936	—
9	Supervision Accomplishments	1	2	4	1	1	No	OL	—	dw	18	21186	—
10	Handover & Cost Summary Pct - Semi-annual List of accomplishments	1	3	4	3 as req.	1	No	OL	LI 20-13	dw	18	16068	—
11	Penalty Pct. Dow Chemical Company	4	2	5	4	2	No	OL/PSD/HR	—	dw	4	1480	—
12	Ed. of PSD Pers. Review 2000/2002 Incentif	3	2	6	4	2	No	OP/RIN	—	dw	1	770	—
13	Ed. of Incentives for Buying Training Courses	1	2	4	2	1	No	OL	—	dw	—	200	—
14	Analysis of Annual Production	1	2	5	1	1	No	OL/PSD	—	dw	18	21186	—
15	Night Inspection of PSD Plants	1	2	2	12	1	No	dw	—	dw	12	4848	—
16	Activity Rpt.	1	2	6	26	2	No	OL	LI 20-10	dw	52	29380	—
17	PSD/T Trip Reports	1	2	3 as occurs	1	720	OL/PSD	—	dw	—	108	56512	—
18	Space Inventory Verification	1	1	1	2	1	720	OL	HR	dw	2	2568	—
19	Budget Analysis	1	1	2	12	1	No	OL	—	dw	12	7152	—
20	Space Inventory Verification	1	2	4 as occurs	2	720	—	—	—	—	3	1320	—
21	—	1	2	2	72	7	720	—	—	—	744	369216	—
22	—	1	2	2	72	7	720	—	—	—	—	—	—
23	—	1	2	2	72	7	720	—	—	—	—	—	—
24	"Missing"	1	2	4 as occurs "n"	2	720	OL	HR	—	dw	3	1330	—
25	Accident Report	7	2	21	12	1	720	OL/PSD	—	dw	744	369216	—
26	Printing Services Production Rpt.	1	1	5 as occurs "n"	2	720	OL	—	dw	—	1	600	—
27	Why Board Employee Shift Changes	7	2	4 as occurs "n"	2	720	OP	—	dw	—	1	600	—
28	WAE Staff Employee Report	1	2	4	26	1	No	OL	LI 20-92	dw	1	4	2600
29	Rpt. of Overtime Hours Worked	1	1	2	26	1	No	OL/PSD	—	dw	104	35352	—
30	Part of Essential Employees	1	2	4	1	1	No	OL	LI 20-4	dw	—	107	—
31	2000 Production Hours	1	1	2	52	1	No	OL/PSD	—	dw	312	273832	—
32	Silvers Recovery	4	1	6	2	2	No	GSA FPMR-N.	—	dw	2	10	19748
33	PSD Volume & Throughput Rpt.	1	1	1	12	1	720	OL/PSD	—	dw	1	468	—
34	PSD Statistics	1	1	2	12	1	No	—	—	dw	14	7396	—
35	Secure Area Access Roster	7	2	4	4	2	No	OS	—	dw	16	7648	—

Office of Logistics

Control No	Report Title	Type of Report	Number	Prepared	Frequency	Distribution	APP Processing	Authority Cite	Source	Number	Prepared	Leader	Manual Reports	Computer Reports	Computer Reports
1	2	3	4	5	6	7	8	9	10	11	12	13	Costs	Costs	Costs
1	04150-32	"missing"													
2	04150-33	Report of Revision Safety Inspections	1	2	4	6	1	20	04150	-	PSD	-	66	589.68	-
3															
4	04150-1	LSD Wky. Activities Rpt. - F-2129	b	2	13	52	1	70	DDS	ADM 65-7	PSD	1	1066	555.46	-
5	04150-2	LSD Statistical Rpt.	1	1	3	12	1	70	04150	LSP 7-2	PSD	1	228	124.45	-
6	04150-3	LSD Statistical (Status of Funds)	1	1	3	12	1	70	do	do	PSD	1	252	1139.65	-
7	04150-4	LSD Proc. Ingrat. Fund	7	1	6	12	2	70	OF	HHR	PSD	2	12	4824	-
8	04150-5	Progress & Accomplishment Against Objectives	1	2	3	1	3	70	OL	LIN 30-17	PSD	1	6	3202	-
9	04150-6	Rpt. of ADP Mgmt. Information (CAMS)	1	2	4	21	3	70	OL	L1 20-13	PSD	4	2108	-	8
10	04150-7	Rpt. of Visual & Trng. Codes	1	-	5	1	2	70	OL	-	PSD	-	1	277	-
11	04150-8	Motor Pool Assigned Vehicle Rpt.	1	1	3	12	2	70	OL	LSD 120-2	PSD	1	84	29184	-
12	04150-9	Accident	7	1	5	20	3	70	OS	HHR	PSD	-	90	49650	-
13	04150-10	Safety Rpt.	7	2	4	1	3	70	OS	HHR	PSD	-	1	427	-
14	04150-11	Generalized Mono Rpt. (AMR) (7811)	1	4	2	2	1	yes	OL	-	OCS	1	2	1546	-
15	04150-12	Generalized Mono Rpt. (AMR) (7800)	1	4	2	1	1	yes	OL	-	OCS	1	3	2319	-
16	04150-13	Cafeteria Comms.	6	1	-	4	-	yes	AMR	HHR	PSD	-	12	10620	-
17	04150-14	103 Key Cost Status Rpt.	1	3	5	4	2	70	OL	-	PSD	-	12	6848	-
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